

# الدرع كنف وة ولاء شرا

## Madrasah Policy

2019/2020

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## **Vision Statement**

- At Madrasah MDWI, the central focus is the total development of the child as a human being. We are committed to delivering quality Islamic education to our present and future generation embedded with sound Islamic values within a challenging environment.
- At Madrasah MDWI, we endeavour to instil Islamic beliefs in the hearts of our students in the light of the Quran and Sunnah

## **Mission Statement**

Our teachers fully recognise the central role that Islamic education plays in the development of our children.

Our mission statement therefore is to:

- Teach our students the principles and practices of Islam
- Provide quality education
- Ensure a safe educational environment
- Inculcate love for Deen within our children
- Work towards an Islamic ethos in the general atmosphere of the Madrasah
- Nurture the students with the correct Islamic Akhlaaq

## **Why MDWI**

Our Madrasah provides Islamic education from the Hanafi Madhab for children between the ages of 5 – 12+ in subjects including Quran, Tajweed, Islamic Studies (Seerah, Aqaid, Fiqh, Tareekh), Duas and much more. The syllabus comprises of Islamic morals, British values empowering the current and the upcoming generation to integrate and engage within the modern society. We also operate a Hifz-Quran class at our Madrasah for boys who wish to memorise the Holy Quran as well as an Aalimah class for girls. We are continuously trying to develop our Madrasah and syllabus in order to provide the best Islamic education possible for our children.

## **Madrasah Structure**

Markaz-Ud-DawatWallrshad(Plashet Grove Masjid) is a registered charity run by a Board of Trustees.

- The Trustees have entrusted Moulana Imran Ahmed who is currently one of the serving Imams with the responsibility of operating the Madrasah in the capacity of a Head Teacher.
- A Madrasah Committee which consists of volunteers is also in place to assist the Head Teacher in operating the Madrasah on a daily basis.
- The Madrasah reserves the right to update and make changes to the policy if and when required.
- The Head Teacher will notify all staff on any updates and changes to the policy.

## **Health & Safety**

This policy represents the agreed principles of Health and Safety throughout the Madrasah. All Madrasah staff have agreed to this policy.

The Health, Safety and Welfare of all individuals who are in employment or learn at the ‘Madrasah’ are of fundamental importance. We aim to provide a safe, secure and pleasant learning/working environment for everyone.

## **Aims**

The Madrasah will ensure that:

- All children are supervised by regulated adults at all times and will always be in sight of a regulated adult.
- A register of both teachers and pupils is completed on arrival so that a complete record of all those who are present is available in an emergency.
- Children are not permitted access to kitchens, cookers or any cupboards storing hazardous materials.
- Safety checks on premises both inside and outside are made regularly
- Equipment is checked regularly and any dangerous items are repaired or discarded.
- The layout and space allow children and adults to move safely and freely
- Clear procedures are applied and maintained in the event of injury and for the reporting of accidents and hazards.

## **Child Protection Policy Statement**

We believe that all the children in our Madrasah have the right to:

- Grow up in a safe, secure and loving environment.
- Be protected from all kinds of harm, neglect, abuse and exploitation.
- Be listened to and heard.
- Grow up having their culture, background and experience valued and respected, to be considered as individuals with particular needs, and to be given opportunities to reach their full potential.

We believe that it is the responsibility of all adults in our Madrasah to:

- ensure that children are protected
- provide a safe, secure and loving environment
- provide support, encouragement and stimulation to enable each child to reach his/her full potential

To ensure that children are protected at all times when in our care, we will ensure that all adults working with children or accompanying them will be interviewed, reference checked and DBS (Disclosure and Barring Service) cleared.

All staff are aware of the children's safeguarding policy. Training will take place every year to uphold this.

## **Child Protection Policy Outline**

It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children's safety, they will bring them to the attention of management.

- We do not take any child off the Madrasah site without the prior permission of the parent.
- If an accident does happen, and it results in an injury to a child, the staff will do all they can to aid the child concerned. The first aid boxes are kept in the Madrasah office/ 2<sup>nd</sup> floor Hall as well as the kitchen.
- Should any incident consisting of an injury to a child occur during Madrasah hours, a member of staff who has been first aid trained will be called to assist. If necessary, emergency assistance will be summoned.
- Should a child be seriously hurt, parents will be contacted through the emergency telephone numbers that are kept on either our internal MMIMS (Masjid, Madrasah Information Management System) database or on file as a hard copy. We update and check these numbers annually, but it is essential that parents inform us when contact details change.

**It is the responsibility of all parents to ensure the safety of their children outside of the Madrasah hours (currently 16:55-19:10), Madrasah doors will open 5 minutes prior to the beginning time. It is the parent's responsibility to watch over children whilst waiting for madrasah to open. All parents have to drop off and collect their children at these allocated times. It does not fall within the remit of the Madrasah to oversee the children outside of these times and the Madrasah will not be held liable for any occurrences such as an accident or injury to the child.**

### **Anti Bullying Policy**

#### **Objectives**

To outline the Madrasah position with regards to the prevention of and response to incidents of bullying.

We define BULLYING as behaviour which is deliberately hurtful: physically or verbally repeated over a period of time, making it difficult for those being bullied to defend themselves.

We recognise that Bullying can take many forms, mainly:

- Physical - hitting, kicking, taking belongings etc.
- Verbal - name-calling, insulting, threatening, nasty remarks.
- Indirect - spreading stories about someone, excluding them from social groups.

We are aware of the effects that bullying can have on children's emotional, physical and psychological health as well as on their learning. We view bullying as very serious and act in accordance to our behaviour policy.

### **The Health and Welfare of Staff**

- The Madrasah takes the need to safeguard the health and welfare of all our staff very seriously. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety law. If a member of staff is experiencing stress at work, directed from staff within or parents, he/she should inform the management without delay.
- The Madrasah will not tolerate violence, threatening behaviour or abuse directed against any member of staff/volunteer. If any of the above does occur, a fact finding investigation will take place by the Head Teacher, if the investigation reveals a parent is found to have contravened this regulation it will have serious implications and will affect your child's place in the Madrasah.
- The Madrasah carries out regular risk assessments, with the object of keeping the Madrasah environment safe.

All staff are responsible for implementing the Madrasah's health, safety and welfare policy on a day-to-day basis, and ensure that all staff are aware of the specific sections of the policy as it applies to them.

- Staff consuming medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair them to look after children.
- If members of staff are consuming such medications, they are required to inform the Head Teacher prior to their duty.
- Staff must not be under the influence of any substance which may affect their ability to care for children.

## **RiskAssessment**

Risk assessment is a way of measuring the hazards posed to staff, pupils and visitors to the Madrasah, ensuring all the above are able to work in safety.

In determining whether a hazard poses a high, medium or low risk, the assessor will need to take into account a number of factors:

- The nature of the activity being undertaken. Some activities are inherently more hazardous than others.
- The nature of the people undertaking the activity. An activity perfectly safe for an adult might be unacceptably hazardous for a young pupil.
- The worst result that the hazard could cause. Is it a broken toe, someone suffering long term illness, or even someone killed?
- The frequency with which the hazard is likely to cause harm. How often does the activity take place? How close do people get to it? How likely is it that something will go wrong?
- The number of people who could be affected by the hazard. A loose floor tile in a storage cupboard might be considered a fairly low risk; a loose tile on a busy corridor would be high risk.
- In an ideal situation the risk assessor should be a qualified person. However if there is no qualified person available (expertise could be bought in), then the Head Teacher/Madrasah Committee should carry out a risk assessment each term.
- Risk assessments will take place on a quarterly basis by the Trustees and will be documented in our files.
- Evaluate risks and control measures – check that existing control measures are adequate to control the risks. If not new control measures must be introduced.
- Ensure all findings are recorded. The identification of hazards and people at risk, the assessment of that risk and the introduction of control measures must all be properly documented.
- Review assessments – assessments must be reviewed annually and whenever there is a significant change in the working environment.

## **Accidents**

Recording of accidents:

- All accidents must be recorded in the Incident Log. All details must be compiled in the relevant sections, including details of any treatment given.
- If the accident is more serious, the aim of the Madrasah is to get the child qualified medical attention as quickly as possible.
- Parents are informed immediately, and if necessary, an ambulance sent for.

## **Evacuation Procedures**

- The Madrasah has set procedures in case of an emergency within the building, such as a fire or bomb alert when the building needs to be evacuated.
- These drills are carried out at least once per term.
- All staff and pupils must be familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.
- The place of assembly for all staff and teachers is currently the car park of Durban Court, located at the end of Hilda Road.
- The fire alarm is also tested on a designated day once a week to ensure it is fully operational.

## **Exit Procedure in the Event of an Emergency**

- Each individual teacher is responsible to evacuate his/her class in the safest way possible.
- The Madrasah Committee/Administrators are responsible for taking all of the registers out of Madrasah with them.
- Designated Fire Marshalls will be assisting the evacuation.
- Nobody is to re enter the Madrasah.
- If a pupil is missing, it must be reported immediately to the Head Teacher
- When the building is reported to be safe and the Head Teacher authorises, staff and pupils may return to the building.
- Staff should ensure that their pupils walk in and out of Madrasah sensibly, and line up quietly. If their normal exit is blocked for any reason, then staff and pupils should use the nearest available exit.

## **Bomb Alerts**

In the event of a suspected bomb alert, the Head Teacher/Management must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (see fire drill procedure) .
- Phone 999 for the fire brigade and police.
- Check that the evacuation procedure has been followed.
- Remain at the front of the Madrasah to meet the fire brigade/police and direct them to the incident.
- Ensure that all pupils and adults proceed to the assembly point (currently the car park of Durban Court, located at the end of Hilda Road).
- Only when the all clear has been given will pupils and adults be allowed to re-enter the premises.

## **Smoking Policy**

The Madrasah has a strict no smoking policy in place and this also applies to the use of E cigarettes. No parent, staff or visitor is allowed to smoke indoors or within the Madrasah premises.

## **Class Structure**

The Madrasah operates a class system, which means that the child will progress with the rest of the class and sometimes in groups. If a pupil is absent for some time, then he/she will join the class wherever the class has progressed to and he/she will have to make up the missed lessons on his/her own time. Therefore it is vital that attendance is maintained to a high standard, to avoid students being left behind.

- **Hifz Class:** Hifz class takes place in two sessions on a daily basis between the hours 0600-0730 am, and 1700-1930 in the evening. If your child is in Hifz Class it is mandatory to attend both sessions.
- **Tayibaat Classes:** Tayibaat Classes currently take place between on Monday-Friday between the hours of 1700-2000. All Tayibaats are also required to attend one Saturday a month as part of their curriculum.
- **Assignment of Teachers:** Please note that the assignment of teachers will be done according to class or the Head Teacher and not the personal choice or preference of the parents/guardians or the teachers themselves.

## **Attendance/Punctuality**

The Madrasah would like to remind you about the importance of good attendance and punctuality, which as a Madrasah we take very seriously. Days off from Madrasah soon add up and missing lessons makes it hard to catch up, which may hinder your child's progress. It is essential for students to attend Madrasah regularly and avoid unnecessary absences. All absences **MUST** be authorised by the Madrasah. Pupils will not be granted permission without having filled out an authorisation letter that can be attained from the office. If a child fails to attend due to unnecessary unauthorised leave, without prior notification or permission, this could lead to the child being removed off the Madrasah register. A new admission process in to the Madrasah will then be necessary. The Head Teacher/Madrasah Committee will deal with all lateness/absences.

### **Reporting an absence:**

- If you know your child is going to be absent, please inform the Madrasah in advance.
- To notify an absence please phone the Madrasah on 020-8552-6133(Landline) or 07488-396-958(Mobile)
- Parents are also advised to text the Madrasah mobile phone if calls are not answered.
- If a student has two unauthorised absences in a week or 3 unauthorised absences in a month, he/she will not be allowed in class until parents explain the reason(s) for absence at this point. The Madrasah is at liberty to remove his/her name from the register.

### **Punctuality**

Punctuality is an important trait which needs to be inculcated in students. All parents must ensure that your child arrives at Madrasah in good time or at least by 4:55pm. Arriving late to Madrasah and in to lessons is very disruptive for the teacher and other class members. It also means late students themselves miss important input from teachers. If for whatever reason, you know your child will be arriving late, please call the Madrasah or provide your child with a written note. Late students will be sent to the office to speak to the head Teacher/Madrasah team.

- If a student attends Madrasah late twice a week or attends very late (20+), the Administration team will call his/her parents asking for the cause.
- Teachers will complete the registers within 15 minutes of the beginning time, ensuring the late attendees are marked in, thereafter; the registers will be dispatched to the office after 15mins where it will be recorded immediately onto our MIMMS database.
- Any students who come in later than 15 minutes will be sent to the office to register their late attendance.
- No student is permitted to leave the Madrasah until the end, unless prior permission has been obtained from the head teacher.

Please help your child to maintain good attendance by booking doctor, dentist and optician appointments either in the holidays or at weekends.

The Madrasah recognises the importance of school education and we welcome children who participate in any after school clubs/booster classes as long as they are on time for the beginning of the Madrasah and as long as it doesn't affect their Madrasah education. Please note, permission to attend after school activities during Madrasah hours will not be granted. Action will be taken against students who arrive late regularly. If your child is constantly late or absent from Madrasah, then you will be required to make an appointment with the head teacher to resolve this issue. One pupil arriving late or being absent affects the smooth operating system of the Madrasah, therefore please acknowledge our concerns.

## **Term Time Holidays**

Students are not permitted to be absent from Madrasah except during fixed vacations. However, in case of emergency or necessity, parents wishing to obtain leave for any students would primarily contact the Head Teacher.

- Term time leave is only granted at the sole discretion of the Head Teacher.
- The Madrasah will only permit term time leave based on attendance, punctuality, behaviour and progress.
- At the end of all holidays every student must return to the Madrasah on the appointed day except when extra leave is authorised. Unauthorised leave will not be tolerated during term time and may result in your child losing his/her place in the Madrasah.

## **Madrasah Security and Cleanliness**

- The classrooms and reception areas of the building are monitored by CCTV and reviewed as and when required by the Trustees only due to Data Protection Laws.
- Parents are welcome in the Madrasah for official purposes only, but must report to the office first. Parents are strictly prohibited from entering classrooms/speak to students and teachers without permission from the Head Teacher.
- If you wish to speak to the Head Teacher then please make an appointment by telephone or in person.
- The Trustees and the caretaker are the designated key holders and are responsible for the security of the building.
- Upon conclusion of the Madrasah it is the responsibility of the class teacher to make sure that their classroom is neat and tidy as well as secure i.e. all stationary and educational material is stored away safely, the windows closed and equipment switched off before leaving the premises.
- All benches should be stored away neatly on each Thursday evening due to Jummahprayers the next day. This should also be done each night in the holy month of Ramadhan and the nights proceeding the two Eids.

On a daily basis upon conclusion of the Madrasah and once the students have vacated the Madrasah it is the responsibility of the caretaker to check:

- Each floor and room individually, ensuring all the windows are closed when all students and staff have vacated the premises.
- The doors are locked and secure when all students and staff have vacated the premises.

This ensures the building is checked twice each evening by at least two professional members of staff.

## **Stranger awareness**

- Staff must constantly be alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER knowingly release a child to anybody other than the parent/guardian during Madrasah hours unless authorised by parents.
- Children's names and identity are protected at all times and staff will not disclose information about any child attending the Madrasah to any person other than those immediately responsible for the child.
- Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. If we are unsure at any time, parents will be contacted to confirm the identity of any person.

## Rewards & Sanctions

There are times when pupils are in breach of Madrasah rules.

- The use of abusive language, swearing and fighting is forbidden and in extreme cases a child may be immediately excluded/expelled from the Madrasah. In such a case the teacher's investigation/recollection of events will be favoured, considered binding and accepted over that of the student at all times.
- The acts of disobeying, speaking back to and/or insulting the teachers and being abusive and aggressive to fellow students are highly discouraged. The child displaying such behaviour may be excluded for a short period of time or expelled.
- Any insult or aggressive behaviour towards the Trustees, Head Teacher, or any other members of the Madrasah team will be judged as inexcusable and any student or parent/guardian found guilty of such behaviour will be held liable.

Each student has been issued with a Madrasah planner and parents are advised to view the diary on a daily basis for any comments on all aspects of their education i.e. rewards, misbehaviour etc.

If students contravene any aspect of the Madrasah policy or are issued with sanctions it is now recorded on our internal MIMMS database.

The following is a list of sanctions that will be applied by the Madrasah

- Each teacher is given a sheet to record misbehaviour & another sheet to record merits.
- Teachers will have to number each misbehaviour cross and merit tick and write the number on the sheet and briefly write the reason for the cross and tick for example:  
1: talking 2: eating 3: topi 4: class work 5: very attentive 6: extra work
- Only two misbehaviour crosses will be issued per day. The teacher needs to specify to the student why he/she has been given a cross and also record the reason on the sheet.
- Five crosses will result in a detention. The teacher will need to inform the administrators who will notify the parents of the detention by completing the detention form.
- Ten crosses will result in a second detention. At this point, the class teacher should initially discuss the issue with the head teacher, thereafter; confer with the parents regarding this particular issue (Parents should not be contacted prior to this stage)
- Fifteen crosses will result in a third detention. At this stage, the issue will again be first discussed with the head teacher and then a meeting will be held with the parents. After the meeting the child will be placed on a behavioural management plan for four weeks. If the student is given 5 crosses throughout this period, he will be temporarily suspended. After his return, he/she will remain on the management plan and if he/she acquires a further 5 crosses within 4 weeks of return, he will be expelled from Madrasah.
- Crosses will be issued if:
  - A significant item of stationery is missing, such as exercise book, text book, etc. or homework has not been completed or if the class work is very poor. A text message to parents should also be sent in the second time of any of these cases (via the Admin).
  - If a student is not wearing the correct uniform, parents will be contacted to either drop off the correct uniform or take the student home.
  - Eating sweets or chewing gum.
  - For low level disruption (chatter/laughing) teachers are to give two warnings prior to a misbehaviour cross. Please use the white board to record names of warnings. Thereafter isolate them to a corner under supervision and record misbehaviour cross.

- When a student has 5 crosses, detention will be issued for 20 minutes on the designated day. The parents will be notified of this in writing.
- For very serious cases of disruption, such as fights etc, the incident should be informed to the Head Teacher or any member of the Madrasah Committee. A fact finding investigation will be undertaken by the Head Teacher and all the students/teacher involved will be interviewed and asked to write the incident in paper and handed over to the head teacher.
- Merits should not cancel misbehaviours and both should be recorded separately. Teachers should be more generous with merit allocations but pupil's work should warrant it, otherwise pupils will just hassle teachers for merits. Teachers as a rule should give only one merit per lesson.
- Once the misbehaviour cross is placed, it cannot be removed.

## **Reward Scheme**

### **Examples of good achievement**

- Excellent Punctuality and Attendance.
- Daily revision (at home) of work given by the teacher.
- To recite revised work (on the following day) in the presence of the teacher.
- To respect and fulfil the etiquette of the teachers, books and the institution.
- To refrain from all acts which interfere with the education at the Madrasah.
- Impeccable behaviour.
- Similar to the misbehaviour sheet maximum 2 merits per day.
- Certificates or prizes will be awarded in assembly at the end of the month.
- If a Teacher would like to award/gift a student anything prior permission has to be taken from the head teacher including sweets etc.
- If a student does exceptional work or shows a huge improvement a text should be sent to inform the parents.

## **Detention**

- Parents will be given at least 24 hours' written notice of a detention so that arrangements can be made for transport or childcare. The notice should tell you why the detention was given and how long the child will have to stay at the Madrasah.
- If they fail to attend without a reasonable excuse, the Head Teacher may elevate the student to a higher disciplinary level.
- If you object to the detention, you may explain your situation to the Head Teacher, who may reconsider giving the detention in certain exceptional and genuine circumstances.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property or being disruptive. In such cases only the minimum force necessary may be used and any action taken must only be to restrain the pupil.

## **Exclusion**

- The Head Teacher may, at his discretion, require that a pupil be temporarily removed from the Madrasah and kept at home. Parents will be duly notified of this in writing.
- Repeated detentions could result in a temporary exclusion. A temporary exclusion will last no longer than one week or until the issue is resolved.

- It will only be imposed if it is important in the interests of the pupil in question or of the other pupils, that the pupil should be removed from the Madrasah immediately to allow tempers to cool down or to allow time for a fact finding investigation or an allegation of serious misconduct (which may lead to a fixed term exclusion or expulsion) to be investigated.
- No child will be sent home until his or her parent has been informed and suitable arrangements have been made for his or her collection.

### **Expulsion**

The Madrasah reserves the right to expel a pupil permanently from the Madrasah in the event that his or her misbehaviour is so serious as to warrant the decision that permanent expulsion is the only way to avoid serious harm to the education or welfare of other pupils and staff. Any child expelled will have no legal remedy against the Madrasah.

Before a decision is taken to expel a child, the following requirements must have been met.

- The Head teacher has fully investigated the matter and concludes beyond any reasonable doubt that the pupil did what has been alleged.
- The pupil is given an opportunity to state his or her version of what happened and to explain his or her behaviour verbally and in writing.

**If any physical or verbal abuse is directed by a parent/guardian of a pupil to any member of staff, volunteer or another pupil, the child of that particular parent/guardian will immediately be removed from the Madrasah permanently.**

### **Important Guidelines**

- Mobile phones are prohibited in the Madrasah. If required by a student for emergency communication purposes they are to be switched off before entering the Madrasah, if a student is found using a mobile phone in Madrasah, it will be confiscated by the teacher and handed in to the office and only returned to the parent/guardian.
- Photography, or recording of any audio or videos are strictly prohibited in the Madrasah using mobile phones or smart watches.
- Possession of valuable items such as costly footwear, gold or silver jewellery, expensive watches, electronic games, or any other device is strictly prohibited in the Madrasah. The Madrasah cannot take responsibility for any lost items.
- If such items are found in the possession of a child, they will be confiscated for security and safety reasons and handed in to the office, thereafter it will only be returned to the Parent/Guardian. If pupils persist with any of the above the items will not be returned until the end of the year.
- Smart watches are also not allowed, if brought in by mistake, they must be handed in to the office, if discovered on a student; they will also be confiscated by the teacher and handed in to the office.
- Any dangerous item such as pen-knives, knives, cigarettes, matches, cigarette-lighters found in the child's possession will be confiscated by the teacher and not returned.
- Magazines, fictional/non fictional books that would be classified as un-Islamic are prohibited
- No food or drink (including flavoured water and chewing gum) is permitted in madrasah. If any such item is found, it will be taken away and the child will face consequences such as disciplinary procedures. Children will be allowed to bring water bottles from home. However, they should avoid constantly taking out their bottles in class and they will not be allowed to refill their water bottles in the Masjid.
- For investigational and operational purposes the Madrasah reserves the right to check the student's bags, coats without any prior warning.

## Uniform Policy

**The Madrasah is for the moral and spiritual upbringing of students, with this in mind please note the Madrasah policy regarding uniform. Parents are encouraged to ensure children have two sets of the uniform to allow for washing etc. Students who fail to arrive with the correct uniform will be given a letter for home and parent/guardians will be sent a text or contacted. If the uniform issue is not resolved by the time stated in the letter, the Head Teacher will reserve the right to internally exclude the child from lessons until the correct uniform is worn. If thereafter, the matter is still not corrected, the Madrasah reserves the right to exclude the child externally or further expel the child.**

### Boys

The uniform for boys is a plain white Thowb/Jubba, white trousers with a white Topi(hat). Clothes of different colours are not permitted.

### Hair

Must be cut to one size all over. Please abstain from hair styles contrary to the sunnah such as short back and sides, step cut, Mohican etc. If unsure please speak to the Head Teacher.

### Girls

The uniform for girls is a plain black burqa/over head pull on scarf that reaches to the elbows of and a plain black loose abaya without colours/embroidery that reaches the ankles. The clothing must not be transparent and hijab styles/pleats etc are not permitted. Make up must not be worn.

### Advice to Parents

To ensure that we achieve excellent Tarbiyyah and high academic standards, parent/guardians play a vital role in the education of their children in the madrasah and at home. Early childhood education programs emphasize the role of parents. It declares that learning commences in the first days of life and continues till you depart from this world. All parents should play an active role in the nurturing, educating and development of their children whether that is in school or in Madrasah. Parents should provide an Islamic environment and an Islamic culture at home. It is hypocritical to expect the child to have Islamic values, whilst the parents do not practice these values. Parents set the best examples for their children to follow. It is the responsibility of a parent to ensure that the child receives the best education. Each parent must display a keen interest in interacting with their children on a daily basis with regards to what they learnt at school or Madrasah on that particular day. This will create a great rapport between the parents/guardians and the children. It will also encourage the children to open up to their parent/guardians and motivate the children to work harder and learn more.

### Homework/Progress

#### Qaa'idah/Qur'aan and Islamic Studies

All students are expected to take time out at home to learn all lessons imparted on a daily basis. It is the responsibility of parents and guardians to ensure that the lesson is learnt well, to a high standard. Students who repeatedly fail to learn their lessons or continually deliver it to a poor standard will be subject to disciplinary procedures.

Students will be given homework in each subject regularly and are expected to ensure it is completed by the deadline. Failure to hand in completed homework will result in the student facing consequences. Please regularly check the diary for homework.

### **Lack of progress**

If the teacher feels that little or no effort is being put in, the student will be spoken to individually. Failing this, a detention may be handed out. If there is still no improvement, parents will be called via the telecom and action will be taken accordingly.

### **Exams/Parents Evening/Jalsa& Prize Giving Ceremonies**

Attendance of all exams, parents' evenings and annual prize giving ceremonies is compulsory for students

- Exams take place twice a year, dates are supplied on the annual calendar(may be subject to change).
- Revision sheets will be supplied to all students.
- Parents/guardians are advised to assist the children in preparation for the exams.
- Parent/guardians will not allowed to interfere in the conduct of the examinations.
- Non attendance for the exams will result in your child not obtaining a result.
- If your child is ill during the exams period, they will have to provide a medical certificate as evidence of this. They will thereafter be able to take the exam pending the decision of the Head Teacher.
- If any student obtains below 50%, they may be eligible for a resit of the exams on the discretion of the head teacher.

Parent/guardians will be informed in writing of when parents evenings are to take place, however, please note, parents may be summoned to the Madrasah if their child's progress is not deemed sufficient enough. We also encourage all parents to visit the Madrasah in the event of any concerns they have regarding their child i.e. work, behaviour etc. However, please book an appointment with the Head Teacher.

### **Trips**

On certain occasions the Madrasah will embark on trips or other recreational activities with the pupils, this is to break the term and to refresh the children. We encourage all parents to send their children on these outings to enhance their all round skills. If requested by the Madrasah team, please complete and return the permission/waiver slips as soon as possible. Parents may also assist as volunteers if requested to do so by the Madrasah.

### **Student Update Forms**

All parent/guardians are strongly advised to notify the Madrasah with any changes to their personal circumstances or their contact details. At the beginning of each academic year all parent/guardians will be asked to complete student update forms. This allows the Madrasah to hold emergency contact details of all parent/guardians should the need arise in an emergency.

### **Fees**

- Madrasah fees for the weekday Maktab are currently £300 annually, which is either paid in a single payment or in two separate instalments (beginning of September and March). Payment can be made in cash/cheque or online bank transfers (please visit the Madrasah office to obtain instructions on how to pay online).
- There is also an additional £100 admission fee for all new students; however, this charge will not be incurred on returning students undertaking further education classes.

- Hifz Class fees are currently £600 annually, which is either paid in a single payment or in four separate instalments (September, December, March, and July). Payment can be made in cash/cheque or online bank transfers (please visit the Madrasah office to obtain instructions on how to pay online).
- Aalimah Class Fees are currently £350 annually, which is either paid in a single payment or in two separate instalments (beginning of September and March). Payment can be made in cash/cheque or online bank transfers (please visit the Madrasah office to obtain instructions on how to pay online).
- Please submit the fees as soon as they are due for payment. The late submission of fees results in the Madrasah team having to constantly chase up parents who have yet to comply with the above. This is also extremely arduous and time consuming as the Madrasah houses over 450 students; and as you can comprehend it causes strain and results in vital administration time being lost.
- Once submitted, the admission fee will not be refunded. The annual fees may only be refunded once the deductions have been made with regards to how many months the student obtained an education. Please speak to the Madrasah Committee for more information.
- All parents/guardians must understand that it is not possible to offer reduction on fees for any instances, including absences regardless of circumstance.

### **Car Parking**

Due to the location of the building, car parking is a huge concern at the Madrasah as it is a hazard for those who use the Madrasah. It is also a hazard and inconvenience for neighbours who live within the vicinity of the Madrasah.

- Drivers parking cars adjacent to the Madrasah, near it or dropping or collecting pupils at the Madrasah should at all times have consideration for the safety of pedestrians, other road users and the immediate community.
- At no time should the Madrasah entrance be obstructed.

Parents are strongly emphasised to bear the following in mind:

- Care of our neighbours
- Traffic rules pertaining to the areas outside the Madrasah/road markings near the Madrasah should be adhered to at all times, in particular the double yellow lines outside the entrance.
- Parents should only park on the designated disability parking areas with a valid disabled badge.
- To avoid dropping pupils off in the middle of the road while driving, in order to keep the traffic flow moving.
- If parents/guardians who park cars incorrectly or stop in the middle of the road are fined by local authorities then the Madrasah will not be held liable.
- The Head Teacher/Teachers and members of the Madrasah Committee are responsible for marshalling the traffic and they may request parents to kindly relocate their vehicles. Please do not take any offence at this.

Parents/guardians who do not adhere to the above will be spoken to by the head teacher and parents/guardians who persistently violate this instruction will be asked to explain their actions and as a last resort their respective child will be ejected from the Madrasah.

## Miscellaneous Policies

**Books:** On the commencement of each academic year, each child will be issued with course material for that particular academic year. The cost of this will be added to the Fees. All students must have all necessary stationary, exercise books and kitaabs required daily. It is the responsibility of each parent/guardian and pupil that all course material is taken care of throughout the year. If your child does lose his/her books, please purchase new ones from the Madrasah office at the earliest opportunity, as failure to do so will hinder their child's progress.

**Toilet Breaks:** Please ensure that your child has visited the toilet, performed wudhu prior to attending the Madrasah in order to avoid disrupting lessons and unnecessary wastage of Madrasah time. Please notify the class Teacher if your child has toileting/medical issues.

**Late Pickup:** If for some unavoidable reason you are unable to arrive on time to collect your child after Madrasah, please inform the Madrasah as early as possible so we can try and make arrangements for the supervision of your child.

In case of emergency, please ensure that your children are sufficiently trained to inform their teachers that no one is here to collect them.

**Vomiting/wetting/soiling themselves:** If a child vomits or soils his/herself we will call for the child's parents to deal with the cleaning and changing of clothes and the carpet area etc. (staff will not be obliged to carry this out).

## GDPR

Markaz-Ud-DawaatWallrshaadwill ensure that any data you provide will only be used for administration purposes and will not be passed on to third parties unless required by law.

## Complaints Procedure

Any complaints regarding any part or procedure of the Madrasah should first be addressed to the Head Teacher. This can be done either verbally, in person or in writing via email or letter format. If you feel your complaint was not dealt efficiently then please write to the Madrasah Committee who will be more than happy to review your grievances or concerns. The complaint should be referred to the Trustees as a last resort.